

Manufacturing Request Worksheet

This worksheet will facilitate the development of a cost and schedule estimate for utilizing JSC's manufacturing services. Please complete this form and submit to the Laboratory Manager, samuel.w.daugherty@nasa.gov

Requester Information

Technical Point of Contact:	Contact Information (Phone, E-mail, Address):
Backup Point of Contact	Contact Information (Phone, E-mail, Address):

Job Request

Scope of Work:	
Target Delivery Date:	Critical Delivery Date:
Special Instructions (Actions that should or should not be done; e.g., Make part xxx only, customer will assemble):	

Customer-Supplied Material:

Product Information

Qty:	Product Name:		
Drawing Package:	E-mail <input type="checkbox"/>	FTP <input type="checkbox"/>	Mail (CD/DVD) <input type="checkbox"/>
Drawing/Model Format (Accepted Formats Included)	Pro/ENGINEER <input type="checkbox"/>	STEP <input type="checkbox"/>	Parasolid <input type="checkbox"/>
	DXF/DWG <input type="checkbox"/>	PDF <input type="checkbox"/>	CATIA Graphics <input type="checkbox"/>
Comments:			

We encourage you to submit electronic copies of your drawings. We can accept files through an FTP site, by e-mail, or via standard mail. Contact the Manufacturing POC to discuss the best method to submit your drawings/models.

Packaging/Shipping Instructions

Delivery or Pickup:	Delivery Address:
Special Packaging Instructions:	

Additional Services

Cleaning (Y/N):	Comments (Cleanliness level, specific parts):
Manufacturing Data Package (Y/N):	Comments (Traceability, required data):
Manufacturing Engineering (Y/N):	Comments (design review, design for cost savings, design for manufacturability):
Dimensional Inspection (Y/N):	Comments:
As-Built Prints (Y/N):	Comments:
Weld Inspection (Y/N):	Comments (Type):
Weld Process/ Welder Certifications (Y/N):	Comments:
Nondestructive Testing (Y/N):	Comments (Type of NDT):
Progress Reports (Y/N):	Comments (frequency, information):
Test Coupons (Y/N):	Comments:
Materials Certification (Y/N):	Comments: